



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF ACCOUNTS OFFICE OF PAYROLL
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Dave Goetz
Commissioner

TO: All Department Budget, Fiscal, Personnel, and Payroll Officers

FROM: Susan Walker, Director of F & A Payroll

DATE: March 3, 2008

SUBJECT: Second Quarter 2008 Payroll Schedule

The semi-monthly payroll schedule for April 1-15, 2008, through June 16-30, 2008, is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1st	2nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
4/1-15	11	4/21/08	4/22	4/23	4/24	4/25	4/28	4/29	4/30	5/6/08
4/16-30	11	5/6/08	5/7	5/8	5/9	5/12	5/13	5/14	5/15	5/21/08
5/1-15	11	5/20/08	5/21	5/22	5/23	5/27	5/28	5/29	5/30	6/5/08
5/16-31	11	6/4/08	6/5	6/6	6/9	6/10	6/11	6/12	6/13	6/19/08
6/1-15	10	6/19/08	6/20	6/23	6/24	6/25	6/26	6/27	6/30	7/7/08
6/16-30	11	7/3/08	7/7	7/8	7/9	7/10	7/11	7/14	7/15	7/21/08

The monthly payroll schedule for April through June 2008 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1st	2nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
4/1-30	22	4/21/08	4/22	4/23	4/24	4/25	4/28	4/29	4/30	5/6/08
5/1-31	22	5/20/08	5/21	5/22	5/23	5/27	5/28	5/29	5/30	6/5/08
6/1-30	21	6/19/08	6/20	6/23	6/24	6/25	6/26	6/27	6/30	7/7/08

*****Notify Central Payroll of all checks to be pulled before 4:30 p.m. on the day of Calculate.** Any checks to be canceled or canceled and reissued after the day of Calculate will require a stop payment by Central Payroll and the agency will notify the employee of the stop payment and to return the check.

Thank you for your assistance.